

# NADAR JESULAKWIN

(Bachelor of Commerce)

Country: INDIA

Contact No. : +91-8401703435

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## CAREER ASPIRATION:

Career objective to work in an industry where oriented environment object is in practice. Believe in professional attitude, ethics & dedication to achieve organizational goal, enhancing my knowledge and in individual growth along with the team, creating a value. I preen myself on my interpersonal skills and ability to work across to the growth of the company.

## EDUCATION:

COURSE	BOARD/UNIVERSITY	SCHOOL/COLLEGE	YEAR OF PASSING
<b>B.COM</b>	Veer Narmad South Gujarat University	AMBABA COMMERCE COLLEGE, MANIBA INSTITUTE OF BUSINESS MANAGEMENT	<b>2013</b>
<b>H.S.C</b>	Gujarat Secondary & Higher Secondary Education Board	SUNGRACE VIDHYALAY UCHHATAR MADHYAMIK SHALA	<b>2010</b>
<b>S.S.C</b>	Gujarat Secondary Education Board	SEVENTH-DAY ADVENTIST ENGLISH HIGH SCHOOL	<b>2008</b>

## COMPUTER SKILLS:

- Using Basic Microsoft Office Applications
- MS Office (Word, PowerPoint, Excel)
- MS Outlook: Email, Email Filters
- Formatting & Page Setup, Printing, Drafting.
- Using Internet browsers
- Writing and sending Emails
- Online Researching
- Editing documents
- Databases are maintaining, updating, editing
- Resolve common computer issues

## AREA OF INTEREST:

- Hiking & Outdoor Activities
- Reading Good Characters.
- Group Discussion.
- Listening Music.
- Sports.

## **STRENGTH:**

- Ability to learn and adapt to new technology in short span of time
- Good Communication Skill,
- Dedication, Sincerity & Punctuality
- Loyal and Curious.
- Belief in Teamwork, Hard Worker & Optimistic Nature

## **PROFESSIONAL EXPERIENCE:**

### **➤ SN VALVES & AGENCIES - (GUJARAT, INDIA) Internal Sales Executive (2014-2018)**

- Making the Quotation, Purchase Order & Proforma Invoice
- Email Follow Up of Quotation, Outgoing Purchase Order and Outstanding Due payment
- Ensure that businesses have the right products in the right quantities at the right time.
- Data Entry management of Incoming Order & Outgoing Purchase Order
- Maintained accurate inventory of all items in the stockroom,
- Check incoming orders against items listed and invoices
- Stockroom routine materials maintenance and daily check
- Materials handling, receiving, tools, and Order material tracking

## **CURRENT JOB PROFILE:**

### **➤ UNI-TECH VALVES & AUTOMATION - (GUJARAT, INDIA) Website: [www.unitechvalves.com](http://www.unitechvalves.com) - Manufacturer of Industrial Valves Back Office Executive (2018 - Till Now)**

- Making the Quotation, Purchase Order & Proforma Invoice
- Performing basic admin duties including printing, sending emails, and ordering office supplies.
- Data Entry of Stock management of Incoming & Outgoing Purchase Order
- Tracking stock levels and Ensure that businesses have the right products in the right quantities at the right time.
- Email Follow Up of Quotation, Outgoing Purchase Order and Outstanding Due payment
- Assist the Front Office team.
- Help with inventory control.
- Stock Management – Material Inward & Outward management
- Files & Record Management
- Maintain company Receipts, Invoices, and Bills.
- Daily E-Mail Communication with customers

**PERSONAL PROFILE:**

<b>Full Name</b>	Nadar Jesulakwin Wilson Laxman
<b>Address</b>	Plot no 47/3, Pratap Nagar, Limbayat, Surat, Gujarat. 394210, INDIA
<b>Date of Birth</b>	07 <sup>TH</sup> February, 1992
<b>Gender</b>	Male
<b>Religion</b>	Christian
<b>Marital Status</b>	Married
<b>Nationality</b>	Indian
<b>Languages Known</b>	English, Hindi, Tamil

**DECLARATION:**

I hereby, declare that the above-mentioned information is true, complete and correct to the best of my knowledge and belief.

**DATE:**

**PLACE: GUJARAT, INDIA**

**NADAR JESULAKWIN**